

dcluINFO

The Latest News from the Seattle Department of Design, Construction & Land Use

Diane Sugimura Nominated Permanent DCLU Director

Mayor Greg Nickels announced January 9, 2003 that he has hired Diane Sugimura to direct DCLU. His decision will be voted on by City Council in the next few months.

Sugimura, who has served as DCLU's acting director since early last year, previously held the position of deputy director for code and policy development, housing/zoning enforcement, and community relations.

"I am delighted to have Diane Sugimura serve in this key leadership position in the city," said Nickels. "Diane understands and supports my vision to remodel DCLU into more of a resource and not a roadblock for business, while protecting the quality of life in our neighborhoods."

Nickels praised Sugimura for her work as acting director for making changes he requested last year:

- Reducing wait time to file a permit from 4 weeks to 10 working days,
- Beginning work to reduce review time for small and simple construction permits from three weeks to 48 hours, and



Diane Sugimura

See **dclu director** on page 10

Bypass the Appointment Process Using Drop-Off Submittal Pilot Program

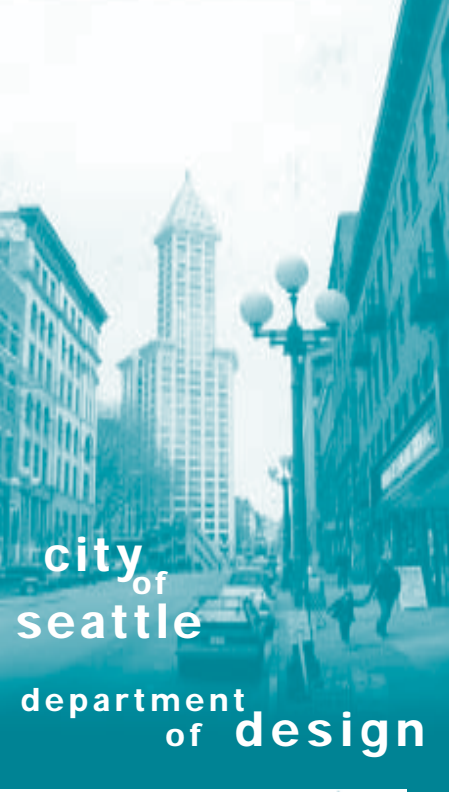
Regular DCLU customers who qualify as Consistently Prepared Applicants (CPAs) can now skip the appointment process for certain types of projects and simply drop off application packages by taking advantage of a new drop-off submittal pilot program. All interested customers are encouraged to test this pilot program, which has been extended through at least February 28, 2003 in order to obtain a larger sampling of applications.

Application rejections during the pilot program will not count against a customer's CPA status. Drop-off submittals are allowed for new single family and small multifamily building plans. Multifamily applications must

See **drop-off submittals** on page 11

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city
of
seattle
department
of design



& land use

The Changing Face of American Households

The composition of American households changed dramatically in a number of key ways between the 1950s and the present. These trends are expected to continue in the coming years.



■ Since the 1950s the average house size has doubled while the number of people per household has shrunk.

■ The number of Americans 65 years or older is expected to climb from 31.8 million in 1991 to over 66 million in 2030.

■ While the housing industry continues to build homes for young married couples with children, the reality is that less than 35 percent of the

new households formed between 1995 and 2000 consisted of married couples with children.

■ Between 1995 and 2000 more than 40 percent of new households formed were singles or unrelated individuals living together. Another 22 percent were single parents with children.



Source: "Building Livable Communities: A Policymaker's Guide to Infill Development" (2nd Edition). The Local Government Commission



Housing

Focus Groups & Public Forum

As the Puget Sound region continues to grow and change and land values continue to rise, the City of Seattle has been considering a variety of housing types that will help meet new needs and challenges. Housing options being studied would allow detached accessory dwelling units (also known as mother-in-law units) and cottages in single family zones.

Cottage housing developments and detached accessory dwelling units (ADUs) are not currently allowed in single family zones, but could particularly benefit single and elderly people, and younger couples (see statistics in sidebar) if approved by the Mayor and Seattle City Council. Accessory dwelling units are currently allowed if they are attached to or located within single family homes. Cottages are currently only allowed in multifamily zones, or residential small lot zones, which are not widely mapped.

Results from the recent Demonstration Program for Innovative Housing Design (see the December 2000 and July 2001 issues of *dcluINFO*) have shown that detached ADUs and cottages can result in housing options that are sensitive to their surroundings while also providing inexpensive, quiet places for singles, seniors, and young couples to live. They can also help new potential home buyers enter the expensive Seattle housing market, or allow family members that need both independence and special care to be nearby.

Seattle's Comprehensive Plan, along with several neighborhood plans, make a commitment to increasing housing options. To carry this forward,

See **housing choices** on page 3

Choices

housing choices, cont. from page 2

the City understands the importance of involving neighbors, residents and development professionals in shaping housing policy, and the focus groups and public forum will help DCLU define the key features and characteristics of successfully allowing detached ADUs and cottages.

DCLU and the Seattle Planning Commission have scheduled a series of focus group sessions for late February. A public forum will be held in March or April to discuss with citizens the implications and benefits of allowing new housing types in Seattle.

DCLU's full evaluation of these housing types will be available later this spring, following the Planning Commission's focus groups and the public forum.

If you would like additional information on DCLU's proposals or wish to be notified of upcoming meetings, please contact one of the following DCLU staff members:

DETACHED ADUs

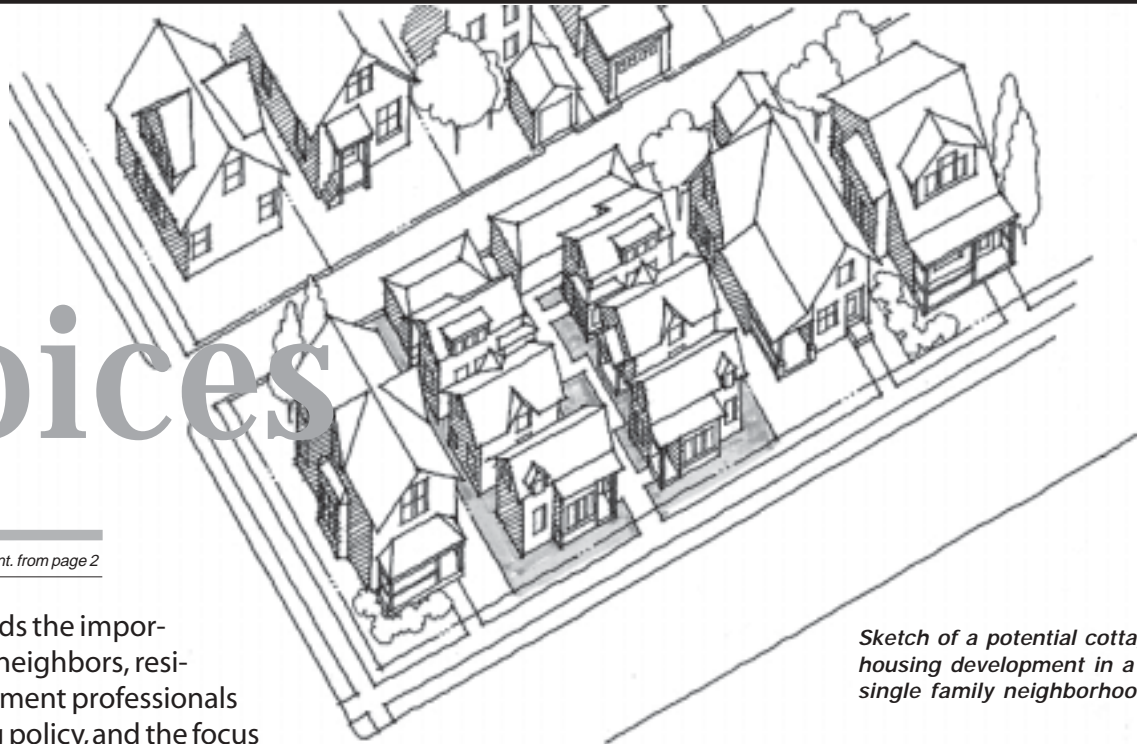
Jory Phillips, Senior Planner
(206) 386-9761, jory.phillips@seattle.gov

COTTAGES

Mike Kimelberg, Senior Planner
(206) 684-4625, mike.kimelberg@seattle.gov

PUBLIC PROCESS

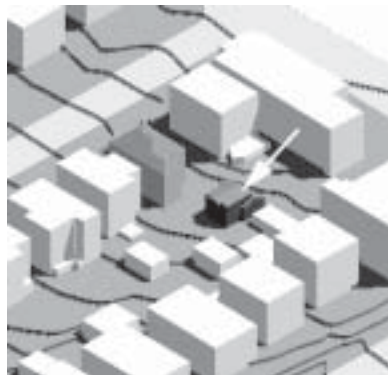
Marty Curry, Exec Dir, Seattle Planning Commission
(206) 684-0431, marty.curry@seattle.gov



Sketch of a potential cottage housing development in a single family neighborhood



This detached accessory dwelling unit (ADU) on north Capitol Hill was one of 10 projects selected in the 2001 Demonstration Program (see scale and location below).



This model shows the scale and location of the detached ADU pictured above within the context of the surrounding neighborhood. (Detached ADU indicated with an arrow.)

citydesignNews

a monthly update from DCLU's
CityDesign Office

Seattle Design Commission

Project Review Updates: To fully prepare for the challenges of the coming year, the Seattle Design Commission conducted its annual retreat on January 9 in lieu of holding its first regular meeting of the new year.

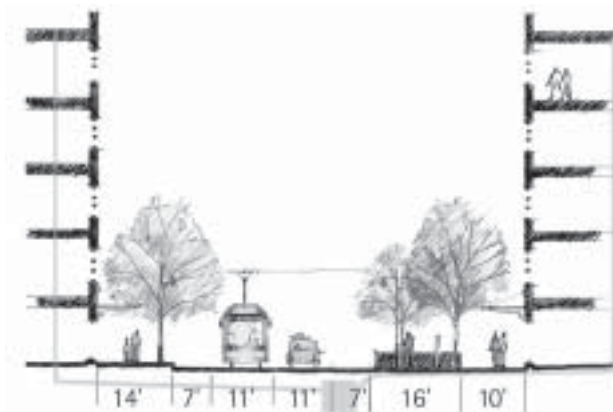
At the only regular meeting in January, the Commission reviewed pre-design work on the Joint Training Facility in southwest Seattle, schematic designs for a large truck storage building at the Charles Street Maintenance Shop and Yard, pre-design work for the Southwest Library Expansion and design development of Bergen Place Park renovations in Ballard.

In addition, they received updates on an alternative street design proposal for Terry Avenue North in South Lake Union (see illustration at right) and on the plaza design for a private development along that street which recently was granted an alley vacation by City Council. They also enjoyed staff briefings on a new, multi-year Waterfront Planning initiative and the design management framework and schedule for the Seattle Monorail Project.

In upcoming February meetings members will look at a range of city projects, including: site plan concepts for Gasworks Park, plaza development in follow up to a street vacation already granted by Council on the east side of Queen Anne, and an extended joint session with the Planning Commission on the Monorail Project. The Commission will also review early co-location ideas for several capital facilities in the Northgate neighborhood, predesign work for the expansion of Southwest Community Center and design development for the new Yesler Community Center. In addition, the Commission will be updated on the Lake City Civic Center project and the Park 90-5 project in SODO which provides back of house facilities for agencies formerly at the Public Safety Building downtown.

Commission meetings are open to the public. For more information, please contact:

Layne Cubell, layne.cubell@seattle.gov, (206) 233-7911



TERRY AVENUE NORTH. Section shows an alternative street design proposal that focuses on the pedestrian experience, incorporates sustainable design, and accommodates a future South Lake Union streetcar loop.

Credit: The Berger Partnership and CityDesign

Staff Roster

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Dennis Meier, *Senior Urban Designer*
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Anna O'Connell, *Intern*
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Cheryl Sizov, *Light Rail Review Panel Coordinator*
(206) 233-7236

All staff are available via email at the standard
City email address:

firstname.lastname@seattle.gov

citydesign

*Shaping the civic character of Seattle's
built and natural environment*

Resource Venture Seeks "Green" Companies for Environmental Awards

The Business and Industry Resource Venture, a partnership program of the Greater Seattle Chamber of Commerce and Seattle Public Utilities, invites organizations to apply for its second annual Businesses for an Environmentally Sustainable Tomorrow (BEST) Awards. The BEST awards celebrate notable "green" achievements by companies in the Greater Seattle area.

Categories include: Waste Prevention and Recycling, Water Conservation, Energy Conservation, Stormwater Pollution Prevention, Sustainable Building, Innovation, and Environmental Leadership

Winners will be honored at a major, public ceremony in May 2003, promoted to the media and business and industry associations, and highlighted on websites and in fact sheets.

Any Seattle business is eligible to apply for these awards. In addition, the Water Conservation Award is open to customers of the 24 local water providers in the Saving Water Partnership (visit www.savingwater.org/providers.htm for a list of providers). Companies can either apply online at www.resourceventure.org/app.htm or through an application requested from the Resource Venture.

Last year's winners included the following organizations: Aaron's Bicycle Repair, Albertson's Food and Drug, Fred Hutchinson Cancer Research Center, Julia's Restaurants, Mithun, Pirelli Jacobson, Inc., and the Port of Seattle Landscape Department. To learn why these companies were chosen, visit www.resourceventure.org/awards.htm.

BEST Awards program partners include the Greater Seattle Chamber of Commerce, Seattle Public Utilities, Seattle City Light, and local water providers in the Saving Water Partnership. The Business and Industry Resource Venture provides free information, assistance and referrals to help Seattle businesses improve their environmental performance.



APPLICATION DEADLINE:
Friday, February 21, 2003
5 p.m.

For more information, or to request a BEST Awards application, contact the Resource Venture at (206) 389-7304 or help@resourceventure.org or visit their website at www.resourceventure.org.

CASE STUDY: Sustainable Building



city of seattle justice center



The November 2002 issue of dcluINFO featured a case study on the sustainable building techniques used in Seattle Center's Fisher Pavilion. This month's feature addresses features implemented in the new Seattle Justice Center.

The Seattle Justice Center is the City's second completed building designed to achieve a LEED™ Silver rating. LEED, which stands for Leadership in Energy and Environmental Design, is a national green building system developed by the U.S. Green Building Council. LEED™ addresses building criteria in five environmental categories, including: sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality.

Designing for a 100-Year Life Span

The new Justice Center replaces the Public Safety Building, which was over 50 years old and seismically deficient. One of the City's goals for the new building was to build a quality structure that would last at least 100

The new Seattle Justice Center at 600 Fifth Avenue in downtown Seattle replaced the 50-year old Public Safety Building, which was functionally and seismically deficient. The Justice Center opened in November 2002 and houses the Seattle Police Headquarters and the Seattle Municipal Court.

years. NBBJ Architects met this goal by designing a simple and elegant building that is both modern and timeless. The design considered future adaptability by using standard dimensions, locating fixed elements in the center, and designing a flexible floor plan to allow for changing functions over time.

The building provides a distinct image for its two tenants, the Seattle Police Headquarters and the Seattle Municipal Court. The Police Headquarters is located on the north end of the building with a stone façade that reflects the integrity, strength and tradition of the police force. The Municipal Court is located further from the curb on the south end of the building and features a public plaza and glass façade on the west side to symbolize the transparency and accessibility of justice.

The City wanted to make the sustainable building elements visible to the public, staff and building visitors. The interior spaces are illuminated with daylight and the open space design provides views and a connection to the outdoors. The interior design is rich and warm

*flexible
floor plan*



*living
roof*

thermal buffer wall

See sustainability case study on page 7

with a combination of colored plaster, wood panel walls and ceilings. Floor are terrazzo, recycled carpet and stone, and walls and ceiling panels are made of wood. The terrazzo in the central stairwell, on the floor and the countertops contains recycled amber glass.

Saving Energy with Thermal Buffer Wall

To create transparency for the courts the architects used a glass façade—a double-glazed thermal buffer wall—made up of two planes of glass separated by a 30-inch air space. It was designed to reduce energy consumption for lighting, heating, and cooling the building. During the summer solar heat gain is reduced by naturally ventilating the hot air through louvered vents at the top of the thermal wall. In the winter the louvers are closed to create a greenhouse effect and lessen heat loss by trapping warm air in the wall.

The thermal buffer wall also incorporates a light shelf located eight feet above the floor. The shelf serves two functions: it reduces glare, which is controlled by operable shades; and it directs daylight deeper into the office space, thus providing a more comfortable light and reducing the need for artificial light. The lighting system has daylight sensors to adjust the artificial light in response to the amount of natural light that is available.

The lighting design is enhanced with light colored wall and ceiling finishes. When combined with daylight and an indirect lighting scheme with task lighting, the overall design reduces energy use for lighting.

Multi-Functional Green or “Living” Roof

The Justice Center features the first green roof system in a City of Seattle building. It was selected to demonstrate the economic and environmental benefits of this technology, which is commonly used in Europe. A green roof is an engineered system that consists of water-proofing membranes, root barrier, insulation, water retention liner, filter fabric, lightweight planting soil, and plants.

Green roof systems serve multiple functions: they enhance urban esthetics, creating earth's natural tapestry at a new elevation; they reduce stormwater runoff and the impact to the City's combined storm/sewer system; they provide a greater insulating capacity to reduce energy use for heating and cooling; and they reduce the “urban heat island effect” because the plants absorb the sun's energy through photosynthesis. The Justice Center's green roof is landscaped with plants that are heat-tolerant and drought-resistant, and will not require additional irrigation once they are established.

For more information on the Justice Center visit www.cityofseattle.net/civic/jcenter.htm. To learn about the City's Sustainable Building Program visit www.cityofseattle.net/sustainablebuilding. To explore DCLU's work visit or contact:

Lynne Barker, DCLU, lynne.barker@seattle.gov, (206) 684-0806



*daylight
illumination*

Water Cascades through Civic Center

Since the Justice Center anchors Seattle's new Civic Center campus, its open space design was developed as part of the larger campus.

The landscape architects, Gustafson Partners and Swift & Company, are creating a pedestrian-friendly environment that is enlivened by light and water. The design concept seeks to celebrate the flow of water from the

mountains to the Puget Sound.

The Justice Center serves as the headwaters; water cascades down it to the City Hall and Public Safety

Building sites. Rainwater hits the Justice Center roof canopy and drops over the edge onto the rooftop. The water merges with any overflow from the green roof system and is conveyed down through the building into a detention tank. Rainwater is stored for later use when needed to irrigate the landscaping on the Justice Center plaza.

To add aesthetic interest, one section of the facade glass is etched to suggest water cascading down the side of the building to the plaza.

“When the waters again run clear and their life is restored we might see ourselves reflected whole.”

—David Orr, “Earth in Mind: On Education and the Environment”

Neighborhood-Specific Design Guidelines

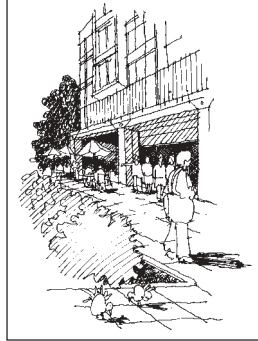
Design Review

Belltown, Northgate, Lake City, and South Lake Union will be among the next neighborhoods to have specific sets of design guidelines. Neighborhood-specific design guidelines augment the existing Citywide and Downtown Design Guidelines, by addressing specific design concerns that have historical, cultural and architectural significance.

In the coming months, DCLU will be recommending approval of these guidelines to the City Council. Public presentation of the final drafts will occur in February and March in their respective neighborhoods.

For more information on Seattle's neighborhood-specific design guidelines, visit DCLU's website at www.cityofseattle.net/dclu/Publications. If you have questions about the guidelines, please contact:

Michael Kimelberg
DCLU Senior Planner
(206) 684-4625
mike.kimelberg@seattle.gov

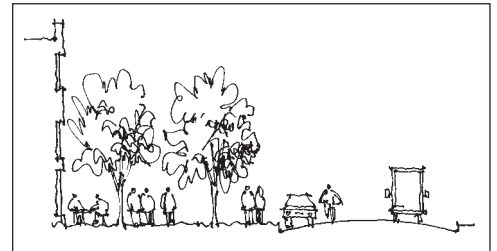


change, the neighborhood has explored ways to maintain the area's unique character while enhancing the livability and overall quality of the community. Variation in development, with special consideration for context-sensitive design, is encouraged through application of the neighborhood-specific design guidelines.

South Lake Union

The South Lake Union neighborhood consists of a broad mix of building types and uses, ranging from residential, artisan, and social service to industrial, maritime, bio-technical, and much more. The neighborhood has served as a commercial and light industrial support area to the city since the late 1880's.

Over the last decade, increasing opportunities for open space, technical business, and residential and social service have emerged. In light of this



Having opportunities to improve the South Lake Union streetscape is an important neighborhood objective.



Belltown

Architectural diversity that reflects the range of the neighborhood's residents and businesses is a chief identifying characteristic of Seattle's Belltown neighborhood.

It is this diversity which the community would like to celebrate, preserve, and enhance, along with expanded connections to neighboring communities. The community believes that neighborhood-specific design guidelines can play a significant role in helping new developments meet this goal.



Belltown's guidelines offer many suggestions for how new developments can enhance the public realm and be sensitive to the historical context.



See **neighborhood design guidelines** on page 9



Northgate

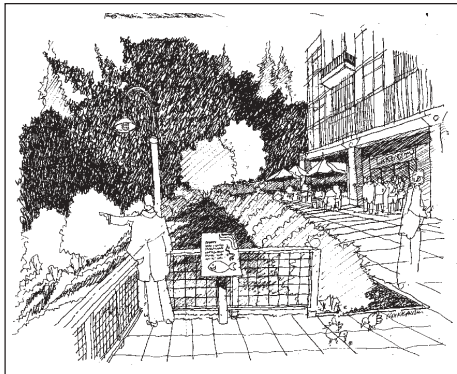
The vision of the 1993 Northgate Area Comprehensive Plan is to “transform a thriving, but underutilized, auto-oriented office/retail area into a vital, mixed-use center of concentrated development

surrounded by healthy single family neighborhoods.”

Building on the urban design-related goals and recommendations included in the 1993 Plan, the neighborhood-specific design guidelines are intended to carry forward elements that will help create pedestrian-oriented streetscapes and transitions from intense development in the core to surrounding lower scale residential neighborhoods.



Guidelines that emphasize “place-making”, rather than “space-occupying” development through the siting and design of open space is an important Northgate area design consideration.



Example of a mixed-use development providing street-level activity

Lake City

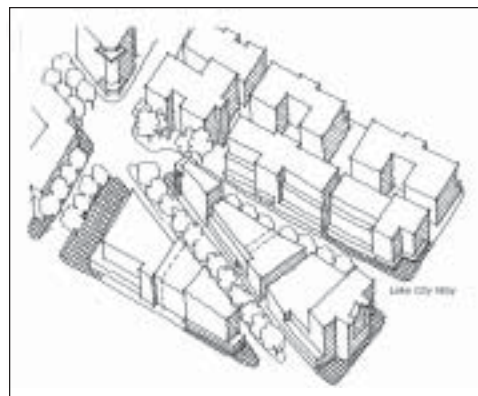
Single family neighborhoods surrounding the Lake City Hub Urban Village business core are distinguished by a significant urban forest character with large conifer trees and natural riparian corridors that offer park-like settings.

In contrast, the central

business core is dominated by a state highway, auto-oriented uses, and small scale commercial buildings.

The neighborhood-specific guidelines are intended to help direct growth that will improve the livability of the neighborhood. They recognize the benefits of new, larger scale mixed-use developments and they recognize that a more attractive retail core with housing will draw increased business and social activity at street level.

Sketch of Lake City mixed-use core. Plazas, courtyards and upper level setbacks are important design considerations.



in the works

Seattle City Council

An inside look at proposed regulatory changes

Proposed Text Amendment Aligns Residential Open Space Requirements

DCLU is proposing to amend the Land Use Code to standardize the amount of open space required for residential uses, whether located in a multifamily or commercial zone.

In commercial zones, current standards require that 20% of a structure's gross floor area in residential use be provided as open space. In multifamily zones, similar scale structures are required to provide open space as a function of lot area—25% or 30% depending on the design of a given development.

This unintentional inconsistency is the result of isolated code changes that occurred over the past

15 years. Current open space requirements for residential uses in commercial zones were first introduced in 1988. Since that time, no significant changes have been made to the provisions, even though substantial changes were made in 1989 to open space requirements for multifamily zones.

The proposal is to align residential open space requirements for similar types of development in multifamily and commercial zones. If adopted, the proposal will result in fair and consistent residential open space requirements, while ensuring that the open space needs

of building residents are addressed.

The City Council is anticipated to consider the proposed amendment during the first quarter of this year. Copies of the Director's Report and Recommendation and the proposed ordinance are available from the DCLU Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8467.

For more information or to receive an electronic version of the report and ordinance, contact:

J. Roque Deherrera
roque.deherrera@seattle.gov
(206) 615-0743



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dclu director, *cont. from page 1*

- Beginning work to reduce land use and large construction permit review time by two months.

"We've still got a lot of work to do," said Nickels, "and Diane is just the person to get it done."

"I am honored to accept this challenge," said Sugimura. "I've enjoyed serving as acting director of a department that plays such an important role in supporting the health and welfare of Seattle—its people, economy and environment—and I look forward to continuing our work."

"The Mayor has asked us to make further improvements in permitting, particularly in terms of coordination with other departments. We also have the huge challenge of improving the Land Use Code, starting with the commercial section. And, we need to fully integrate our new long-range planning functions in with the rest of the department and help make the plans happen. One example of our new efforts is the downtown waterfront plan to improve, as the Mayor says, the city's 'front porch.'"

"We're ready to take these projects on," Sugimura added, "and will be looking to our customers for suggestions and support. These are challenging times, but that is what motivates me."

New Fee for Shoreline Exemption Requests

In the coming months DCLU will begin charging a fee for shoreline substantial development permit exemptions, in order to recover some of the costs incurred in the review of these requests.

The fee will be the same as for exemptions from the Environmentally Critical Areas Ordinance, which is a \$75.00 minimum covering one-half (½) hour of staff time. This \$75.00 fee will be charged at application intake. Additional review hours will be charged at a rate of \$150.00 per hour. This fee will apply to **new** exemption requests only, not those which are currently under review.

A Client Assistance Memo will be published in the coming months that explains the process for shoreline exemptions. It will be announced on the "Publications Updates" page of *dcluINFO*, and will be available online at www.cityofseattle.net/dclu/publications, as well as at our Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8467.

In the meantime, if you need additional information on shoreline exemption requests, please contact:

Hermia Ip, DCLU, (206) 233-3851, hermia.ip@seattle.gov

drop-off submittals, *cont. from page 1*

be under SEPA thresholds, three stories or less, of conventional wood frame construction, and without structural irregularities. Other projects that may be dropped off include Short Plats, Lot Boundary Adjustments, and minor telecommunications devices.

Drop-off submittals require an intake checklist and a fee worksheet. A new Client Assistance Memo (CAM) #121, which outlines the criteria for CPA submittals is available online at

www.cityofseattle.net/dclu/publications or from the DCLU Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8467.

A new CAM series that explains the qualifications and procedures for Drop-Off Submittals will be finalized after the pilot period ends. If you have questions about the CPA and Drop-Off Submittal processes, please contact:

Luke McQuillin, DCLU
luke.mcquillin@seattle.gov
(206) 615-0721

You have **QUESTIONS.**



We have **ANSWERS.**

Next Home Improvement Workshop

Sat., March 15
10 am-Noon

SAFECO Jackson St Ctr

306 23rd Ave S (23rd & Jackson)
Seattle, WA

City of Seattle reviewers and inspectors are coming to your neighborhood, offering **FREE** one-on-one consultations on remodeling and home improvement projects.

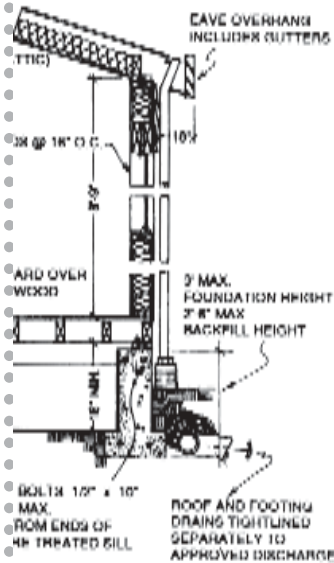
Come to a workshop and get answers to your questions on:

- Electrical
- Land Use
- Building
- Plumbing
- Permit Processes
- and More!

More workshop dates will be scheduled this year. For more information, call Jeffrey Overstreet at (206) 684-8443.

code updates

An inside look at the latest technical code developments



Energy Code UPDATE

TRAINING for BUILDING PROFESSIONALS: Moisture Control in Building Envelopes

A training titled "Moisture Control in Building Envelopes: Training for Building Professionals," will be held in Seattle, March 3-5.

Sponsored by the Washington State University Cooperative Extension Energy Program, and Wood Materials and Engineering Laboratory, the schedule includes:

- **March 3**, 8:30am-Noon.
Lecture on Fundamentals of Moisture Control in Buildings. Cost: \$85.
- **March 3**, 1pm-5pm, & **March 4 & 5**, 8:30am-5pm
Software training, "Working with WUFI-Pro, equip yourself to perform detailed building envelope performance evaluations." Cost: \$395.

For more info, visit www.energy.wsu.edu/buildings or call Chuck Murray at (360) 956-2157.

Comment Welcome on Automatic Controls of Lighting in Daylight Zones

Public comment is currently being taken on a draft DCLU Directors Rule (DR) regarding the Seattle Energy Code requirements for automatic controls of lighting in daylight zones.

The rule, DR 2-2003, addresses the automatic dimming requirements in Section 1513.3 that were first included in the 2001 Seattle Energy Code. Section 1513.3 requires:

- a. that lighting in daylight zones be switched separately from interior zones, and
- b. that there be controls capable of automatically reducing lighting power in response to available daylight.

These automatic controls can be either:

- i. a stepped-dimming system that turns off each lamp in a fixture one-by-one, or
- ii. a continuous dimming system with dimming ballasts.

DR 2-2003 clarifies what control system functionality is needed to comply with the stepped-dimming option, and identifies special situations where alternates are allowed or automatic dimming is not required.

To view the 2002 Seattle Energy Code language, visit the Seattle Energy Code website at www.cityofseattle.net/dclu/energy/nonres/CHAP15.htm.

A copy of the draft Directors Rule can be downloaded from the DCLU website at www.cityofseattle.net/dclu/news. The comment period ends at 5 p.m. on Friday, February 28, 2003.

For further information, please contact:

Michael Aoki-Kramer, DCLU
(206) 684-7932
michael.aoki-kramer@seattle.gov

publication updates

..... client assistance memos

new

CAM 121, *Criteria for Consistently Prepared Applicant (CPA) Submittals*, details how construction permit applicants may become eligible for incentives that can streamline their application process if they continually complete and provide all required submittal documents for a specific project. They may also be interested in testing the new drop-off submittal pilot program described on page 1 of this issue.

CAM 503, *Side Sewer Permits in Seattle*, describes how to apply for a side sewer permit and schedule an inspection. Side sewer permits are required for all connections of sanitary and storm drain lines to Seattle's public utilities. DCLU gained responsibility for handling these permits on February 3, 2003 (see the January issue of *dcluINFO* for details). Side sewer permits are required before work begins on all side sewers, including new installations, alterations, repairs, capping, relocations, or removals. Permits are also required when the Seattle-King County Public Health Department or Seattle Public Utilities require correction of an existing side sewer, service drain, ditch or natural watercourse.

CAM 504, *Side Sewer Site Plan Requirements*, provides guidelines and required features for preparing a side sewer site plan, which is required for new service, additions, alterations, repairs, capping, conditional, and temporary side sewer work. See CAM 503 above for related information.

..... *Electronic copies of CAMs are available on our website at www.cityofseattle.net/dclu/publications. Paper copies are available from our Public Resource Center in Suite 2000 of Key Tower, 700-5th Ave, (206) 684-8467.*

..... director's rules

draft

Draft DR 2-2003, *Automatic Switching for Lighting in Daylight Zones*, is available for review and comment until 5 p.m. on Friday, February 28, 2003. See article on page 12 for additional details. If you have questions about the rule, please contact:

John Hogan, john.hogan@seattle.gov, (206) 386-9145

final

DR 17-2002, *Approved Alternates to Installing 3-hour Fire Rated Automatic-Closing Assemblies in Transformer Vaults Doorways*, became effective January 31, 2003.

DR 19-2002, *Use of Seattle-ENVSTD Computer Program to Demonstrate Nonresidential Building Envelope Compliance with the 2002 Seattle Energy Code*, became effective January 31, 2003.

..... **IMPORTANT:** Notice of Draft Director's Rules comment periods is provided in *dcluINFO* as a courtesy to readers. Official legal notice regarding Director's Rules is published in the Daily Journal of Commerce. Land use rules are also published in DCLU's **Land Use Information Bulletin** (formerly known as the General Mail Release or GMR), which is available online at www.cityofseattle.net/dclu/notices. To receive an email posting alert, or a paper version of the Land Use Information Service in the mail, please contact Betty Galarosa, betty.galarosa@seattle.gov, (206) 684-8322.

How To Reach Us At DCLU

700 Fifth Ave, Suite 2000, Seattle, WA 98104-5070

Permits

General Applications (Applicant Services Center)	206-684-8850
Drainage & Sewer Review Desk (includes side sewer permits)	684-5362
Land Use Reviewers (post-application only*)	684-8875
Master Use Permits	684-8467
Plans Routing	684-8169
Over-the-Counter (OTC) Permits (formerly Electrical Ctr)	684-8464
Plumbing & Gas Piping Permits (rep from Sea/KC Health Dept)	684-5198
Sign Permits	684-8419
Site Development	233-7232

Inspections

Inspection Requests: General	684-8900
Inspectors: General	684-8950
Inspection Requests & Inspectors: Site/erosion control, pre-construction conferences, first ground disturbance	684-8860

Complaint Hotline

Construction, Housing & Land Use Complaints	684-7899
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Information

General Department Information	684-8600
Applicant Services Center (formerly Permit Intake Center)	684-8850
Hours: M,W,F: 7:30 am-5:30 pm Tu,Th: 10:30 am-5:30 pm	
CityDesign/Design Commission	615-1349
Compliance Service Ctr (enforcement info, not complaints)	615-0808
Comprehensive Planning	233-0079
Events & Classes	684-8443
Media Relations	233-3891
Microfilm Library	233-5180
Planning Commission	684-0433
Property Owner/Tenant Assistance	684-7867
Public Resource Ctr (Hrs: M,W,Th,F: 8 am-5 pm Tu: 10 am-5 pm)	684-8467
Publications	684-8467
Technical Support Line: Building Code (M-F: 1-4:15 pm)	684-4630
Technical Support Line: Energy/Mech Code (M-F: 1-4:15 pm) ..	684-7846
Tenant Relocation Assistance Ordinance	684-7979
Zoning Info (General Questions on Single Family, Parcel Zoning*)	684-8467
Zoning Info (Site-Specific Questions on Single Family Zoning*)	684-8850

* Due to the complexity of Seattle's Land Use Code, all other types of zoning information must be obtained in person at our Applicant Services Center or via our online "Q&A Service" at www.cityofseattle.net/dclu/landuse.

Administration

Office of the Director	684-8899
Codes, Policies & Community Relations	684-8880
Billing	684-4175

www.cityofseattle.net/dclu



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Department of Design,
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